



**Seattle**  
Office of Immigrant and  
Refugee Affairs

## **NEW CITIZEN CAMPAIGN LETTER OF INTENT 2017**

### **INTRODUCTION**

The Office of Immigrant and Refugee Affairs (OIRA) is seeking Letters of Intent (LOI) from community-based agencies interested in supporting the New Citizen Campaign and implementing citizenship clinics in 2017 and a Mega Workshop in late 2017 or early 2018. Approximately \$160,000 is available through this LOI. Agencies must have a proven track record of providing naturalization services and be recognized by the Board of Immigration Appeals (BIA) or have an immigration attorney on staff.

The mission of the Office of Immigrant and Refugee Affairs (OIRA) is to improve the lives of Seattle's immigrant and refugee residents. OIRA strives to achieve this vision by engaging immigrant and refugee communities in decisions about the City's future and improving the City's programs and services.

The New Citizen Campaign (NCC) seeks to increase the numbers of immigrants and refugees who naturalize and engage in civic processes, utilizing multiple strategies that include providing naturalization assistance through group processing clinics and workshops, conducting broad-based outreach, promoting the benefits of citizenship, and engaging with local and national partners. The NCC also seeks to build collaboration among partner organizations to support a collaborative table of citizenship service providers in Seattle.

### **NATURALIZATION CLINICS AND MEGA WORKSHOP**

The New Citizen Campaign seeks to implement eight (8) citizenship group processing clinics in 2017 as well as a Mega Citizenship Workshop in late 2017 or early 2018. The clinics will serve a total of 250 legal permanent residents (LPRs) who are eligible to naturalize and the Mega Workshop will serve between 500-1000 eligible LPRs.

Monthly clinics will offer services to 25 to 40 LPRs each in locations across Seattle between April and December 2017. Clinics will be free and available to LPRs who need assistance with completing their citizenship applications, with a particular focus on assisting low-income residents who are not eligible for fee waivers or free services. A collaborative table will provide a space to plan and prepare for the Mega Citizenship Workshop.

### **ROLES AND RESPONSIBILITIES**

#### **Clinics**

Clinics will be run as a collaborative effort between OIRA and partner organizations. Partner organizations will lead or co-lead at least one clinic. Clinics will be held on Saturdays unless there is a strong justification to schedule on a weekday.

Collaborative Responsibilities:

Create foundational systems to be used by all partners at the monthly clinics, including:

- System(s) for walk-in and/or pre-registered applicants
- Applicant screening and referral criteria
- Tracking sheet and applicant packet materials
- Follow up materials to be distributed to successful and unsuccessful applicants

OIRA Responsibilities:

- Provide each partner materials to be used at clinics
- Identify and reserve clinic space as needed
- Provide basic clinic information to potential applicants via the OIRA citizenship helpline
- Recruit clinic volunteers and volunteer attorneys as-needed

Partner Organization Responsibilities:

- Lead or co-lead at least one of eight clinics in 2017, providing 2+ staff and/or volunteers
  - Conduct outreach to ensure clinic serves at least 25 individuals
  - Handle follow-up with completed applicants; report on case status and outcomes
  - Manage volunteers the day-of, including morning volunteer training
  - Consider the use of CitizenshipWorks for application assistance
- Staff at least 2 other clinics throughout the year and support lead organization as needed/requested on the day-of.

**Mega Workshop**

Partners will meet monthly to plan for the workshop, develop systems, and strategize on outreach and community education.

Collaborative Responsibilities:

- Create systems, materials, and processes for the Mega Workshop, using lessons learned from the monthly clinics
- Strategize on and implement outreach and community education efforts to ensure participants are prepared to complete the N-400
- Determine follow-up on successfully completed applications, including process and distribution
- Utilize information from national partners to identify best practices to be implemented in the NCC collaborative

OIRA Responsibilities:

- Manage volunteer assignments, communications, and training logistics
- Manage helpline to provide event information in top languages
- Manage venue, logistics, materials and printing
- Support training and resource sharing to improve the capacity of NCC collaborative partners

Partner Organization Responsibilities:

- Create and conduct volunteer trainings for N-400 application assistance and workshop processes, either in-person or via video or webinar
- Staff the workshop with organization staff and experienced volunteers
- Take responsibility for up to 15% of referrals for participants who were unable to complete the application at the event and report on outcomes

- Take on follow-up and reporting for successfully completed applicants; percentage of follow up cases to be determined through the planning table
- Identify one staff member to serve as point of contact for collaborative, attend monthly meetings
- Attend CitizenshipWorks training to take place in Spring 2017
- Share best practices and resources

## PERFORMANCE COMMITMENTS

The baseline award contract for successful agencies will be \$22,500, with an additional \$2,500 available for each additional clinic they choose to lead, up to four (4) clinics total (\$30,000). Agencies may choose to co-lead a clinic because of limited capacity, unfamiliarity with the group processing model, or other reasons. In this case, agencies will receive \$1,250 for each additional clinic they choose to co-lead, up to four (4) clinics total (\$27,500).

Clinic leads will be able to claim all N-400s completed at their clinics. If a clinic has co-leads, each co-lead will claim half the N-400s completed at their clinics. Each clinic will either have one (1) lead agency or two (2) co-lead agencies; the Review Committee will determine the number of clinics each agency will lead or co-lead based on the preferences indicated in the LOIs. Additionally, partners will be able to claim a percentage of the Mega Workshop N-400s, with the percentage amount determined by the collaborative.

Up to eight (8) Partner organizations will be funded.

The contract period would be **March 22, 2017 through March 31, 2018**. Performance commitments are as follows:

- Attendance at monthly collaborative table planning meetings March 2017 through March 2018;
- Lead or co-lead at least 1 monthly clinic in 2017;
- Follow up with the clinic's successfully completed N-400s to ensure applicants successfully submit their applications, pass their interviews and register to vote – lead organizations claim all completed N-400s, co-lead organizations claim half;
- Provide staffing support to 2 additional clinics;
- Outreach to ensure that recruitment goals are met, including distribution of key information regarding the clinics and workshops;
- Active participation in the planning of clinic and workshop processes, including the creation and implementation of trainings for Mega Workshop volunteers;
- Provide staffing for the Mega Workshop with BIA Accredited staff and/or immigration attorneys and an additional 5+ bilingual staff or volunteers;
- Post-workshop follow-up with approximately 15% of referrals of applicants (20-25) who were not able to finish the process due to incomplete paperwork, complex cases, or insufficient English to ensure they have the support needed to submit their application and complete the citizenship process;
- Follow-up with agency's share of completed N-400s to ensure applicants successfully submit their applications, pass their interviews, and register to vote – number of follow-up cases to be determined by the collaborative; and

- Report on the progress of the applicants served post-workshop, keeping up with the reporting timeline associated with each clinic and workshop, using the reporting template provided.

## **SELECTION PROCESS**

Community-based agencies that provide naturalization assistance to immigrants and refugees who live in the City of Seattle and King County, and are recognized by the Board of Immigration Appeals (BIA) or have an immigration attorney on staff are eligible to apply.

Agencies must submit a Letter of Intent to be considered for funding. Letters of Intent will be evaluated based on the agency's history and experience in providing naturalization services, capacity to participate in planning processes, language abilities, experience/interest in the group processing approach, and desire to work collaboratively to increase the numbers of people who naturalize in Seattle and King County.

- Priority will be given to organizations with key language abilities. Key language abilities correlate with the top language spoken by lawful permanent residents in the Seattle-King County metropolitan area: Spanish, Mandarin, Cantonese, Vietnamese, Amharic, Somali, Korean, Tagalog, Russian.
- Priority will also be given to organizations willing to lead clinics in North Seattle. OIRA will help reserving venues as needed.
- Priority will also be given to organizations willing and able to lead a clinic as early as April or May.

LOI's will be reviewed by a Review committee. OIRA reserves the right to make awards without further discussion of the LOI submitted. If the LOI is selected for funding, the agency should be prepared to accept the proposed terms for incorporation into a contract resulting from the LOI process.

## **TIMELINE**

February 23, 2017: Request for Letter of Intent issued

March 8, 2017: LOIs due at midnight

March 17, 2017: Award notifications

March 22: Contract begins

## SUBMISSION INSTRUCTIONS

The Letter of Intent should not exceed a total of 2 pages, using single spacing and a minimum 11-point font. A separate LOI Cover Sheet is attached and must be submitted along with the LOI. Each letter of intent should include the following information:

- A brief summary of your agency and its overall mission.
- Your agency's history and success in providing citizenship services, including any experience providing citizenship services through a group processing model.
- The communities served through your naturalization program.
- How many LPRs from Seattle/King County received naturalization services through your program in 2015 and 2016.
- Why you are interested in working collaboratively using a group processing approach.
- How many monthly clinics your agency would like to lead or co-lead.
- How many staff members and/or volunteers your agency would contribute to these clinics and the Mega Workshop.
- Where your agency would prefer to host your clinic(s) in terms of neighborhoods (include information about your agency's facilities *if* you wish to host a clinic at your offices.
- What month(s) your agency would prefer to lead a clinic. Your agency's willingness and capacity to lead a clinic in April or May of 2017.
- Your potential contribution to outreach efforts – what LPR populations you plan to reach. What outreach methods have been successful in the past and what new ideas you wish to try out. (This portion especially important for any agencies choosing to apply solely for outreach funding.)

LOIs are due to the Office of Immigrant and Refugee Affairs **by midnight on Wednesday, March 8, 2017**. LOIs received after this deadline will not be considered.

LOIs must be received in person, by mail or by email. No faxed LOIs will be accepted. LOIs must be received and date/time stamped by the deadline.

LOIs can be emailed in a PDF format to [Christina.Guros@seattle.gov](mailto:Christina.Guros@seattle.gov). LOIs can also be hand-delivered or mailed to:

Seattle Office of Immigrant and Refugee Affairs  
Attn: Christina Guros

*Delivery Address*

600 Fourth Ave., Floor 4  
Seattle, WA 98124-6873

*Mailing Address*

P.O. Box 94573  
Seattle, WA 98124-6873

**NEW CITIZEN CAMPAIGN  
LETTER OF INTENT COVER SHEET 2017**

Applicant Agency:
Agency Address:
Agency Executive Director:
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;">Agency Primary Contact:</div><div style="width: 45%;">Title:</div></div> <div style="margin-top: 10px;"><div style="display: flex; justify-content: space-between;"><div style="width: 45%;">First and Last Name:</div><div style="width: 45%;">Email:</div></div><div style="display: flex; justify-content: space-between;"><div style="width: 45%;">Phone #:</div><div style="width: 45%;"></div></div></div>
Federal Tax ID or EIN:
DUNS Number:
Annual Budget:
Naturalization Program Budget:
<div style="margin-bottom: 10px;">Number of BIA Accredited staff:</div> <div style="margin-bottom: 10px;">Number of Immigration attorneys on staff:</div> <div>Number of citizenship program staff who will support the clinics and workshops (including BIA/attorney) and their language capabilities:</div>
<div style="margin-bottom: 10px;"><b>Authorized Signature of Applicant/Lead Agency</b></div> <div style="margin-bottom: 10px;"><i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.</i></div> <div style="margin-bottom: 10px;">Name and Title of Authorized Representative: _____</div> <div>Signature of Authorized Representative: _____ Date: _____</div>